



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

INTERAGENCY CHARGES FOR PHOTOCOPIES

Effective Date: June 17, 2005

Policy #: BS-06

Page 1 of 2

- I. PURPOSE:** To ensure photocopy expenses incurred at Montana State Hospital are credited to and paid for by the appropriate agency within the Department of Public Health and Human Services (DPHHS).
- II. POLICY:** DPHHS agencies utilizing Montana State Hospital's copy machines will be charged an established and reasonable fee per copy.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
 - A. Agencies utilizing MSH copy machines will report on their usage at least quarterly.
 - B. The Accounting Tech in the Business Office will receive and receipt payment of bills.
 - C. The Chief Financial Officer will ensure reporting and billing guidelines established in this policy are adhered to.
- V. PROCEDURE:**
 - A. Staff members from agencies utilizing Montana State Hospital's copy machines will report the total number of copies made at least quarterly.
 - B. A fee of \$.026 per copy will be charged.
 - C. The Accounting Tech in the Business Office will prepare and send bill for payment to the requesting agency.
 - D. Agencies will submit payment to the Accounting Tech in the Business Office.
 - E. The Business Office will process funds for the State General Fund.
- VI. REFERENCES:** None
- VII. COLLABORATED WITH:** Claims/Accounting Technician and the Hospital Administrator.

INTERAGENCY CHARGES FOR PHOTOCOPIES	Page 2 of 2
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Page 2 of 2

XII. ATTACHMENTS: None

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Tracey Sweeney Date
Chief Financial Officer